

North Carolina Cost Share Programs Review Summary
(June 2019)

County	Craven	Date of Previous Review/Report	
District Staff Name(s)	Patrick Baker, Pam Hawkins	Date	6/27/2019
NRCS Staff Name(s)			
Division Representative(s)	Lisa Fine, Kristina Fischer		
Additional Participants			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	The schedule is set annually. They usually skip a few months in summer. Meeting is the second Tuesday of the month except during the Annual Meeting, spring and fall meetings or June/July/August depending on need.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Bulletin board in hallway has the board meeting schedule on it. Yes.		X			


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Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	Usually applicants come from word of mouth, are prior cooperators, Dietrich also spreads the word well. Patrick will review aerial photos of farm and determine issues and conduct site visits.		X			
Does the district provide technical assistance without cost share funds?				X	Yes.		X			
What type of technical assistance is provided without cost share funds?				X	Stream debris surveys and work, drainage issues, beaver management, buffer applications, erosion – urban (development areas).		X			
Are applications, contracts and requests for payments reviewed and approved by the Board as a separate action item?				X	Yes.		X			
Are application, contracts and requests for payments motions/decisions recorded in the board minutes?				X	Yes, evidence was found in the minutes that this is being done.		X			
Has your district delegated signature authority for requests for payments to be approved outside of board meetings? How are they recorded in your board meeting minutes?				X	Yes, to chairman. They are reported to the board at the next board meeting.		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	District uses spreadsheets and also knows the farmers in the county. Asks nearby counties if farmers have contracts there.		X			


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If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	The district relies on their knowledge of the farmers. The current technician will give the new employee a list of potential partners when he retires.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	It varies. There is no set process. Applicants come into office for initial batching period of July-August, sit down and determine needs, complete the district preapplication form, ranking, contract is then created. If potential applicants come in later they do the same thing. They don't hold money for later applicants.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	A letter goes out to the cooperator explaining the requirements and that work cannot begin until division approval is granted.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	A pre-construction meeting or pre application meeting or both are held where information is passed to the farmer then later a letter is sent with requirements and when work can begin.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	There is not favoritism or exclusion for supervisors applying for cost share funds. No points for or against are given in the ranking. The contracts are taken to the board just like any other.		X			


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Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes, there is evidence in the minutes that supervisors abstained from voting.		X			
Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	Sometimes contracts are gone over at board meetings, sometimes not in extreme detail though. Patrick asks if the board wants to see the paper copies or more details. Nothing from CS2 is gone over. They used to do Powerpoint presentations. Patrick updates the board on progress of contracts.		X			
What information do you provide the applicant?				X	The applicant is provided contract, maps, job sheets, state BMP summary.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	It varies – the staff goes out as requested by the cooperator. Most of the time they don't go until it's complete.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?		X			The district doesn't track this often. They can see the date on CS2 screen. Recommendation: the district should put a column in their contract spreadsheet to track that date and look at it before every board meeting to see which contracts need to be addressed as to the 1/3 date approaching.	X		District staff acknowledges inadequate tracking of the performance milestone. District staff will correct this issue by adding a column to ledgers for each state cost share program and regularly discuss the 1/3 deadline with the District Board.	Immediately. Beginning with current program year ledgers (PY 2020).	Plan of Action accepted.


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If 1/3 of the work has not been completed within 12 months and the cooperators requests additional time, is the district recording 6-month extensions in the board minutes?				X	Yes, there is evidence of this in the minutes.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	The assistance notes and can be on the job sheet or conservation plan too.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, there are notes, job sheets, construction check reports are done by the district.		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	The district doesn't have any left that aren't being completed by DWR.		X			
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (Refer to Spot Check Policy)				X	Patrick sends a request for TA to Area Office on NRCS standard form. A copy was reviewed during the program review.		X			


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How does your district notify individuals that have BMPs that are out of compliance or need maintenance? (Refer to Non-Compliance Policy)				X	A letter is sent to the cooperator explaining what was found and what they should do		X			
How are supervisors notified of BMPs that are out of compliance or need maintenance at any time throughout the year?				X	They are notified at the board meeting.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes, a letter is sent. Yes, I reviewed a copy during the program review from a contract file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation: contract numbers and/or names.				X	Yes, I got this information through Ken here at the division.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes, through spot checks. Had correspondence with Tom Hill on some other CCAP issues.		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	No, they tell the board what they have and don't project CS2 or give reports from it.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	All money goes to the county. Yes, it's audited. 2018 last audit by outside CPA and all funds included.		X			
Who in the office does work for Cost Share Programs?				X	Patrick Baker		X			

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Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	Yes, I reviewed his JAA copy during the program review. I brought a paper copy back to add to our folder.		X			
Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 25-2015-005 Applicant Name: Donald Heath BMP: sod-based rotation 				X	No concerns with contract file. No concerns with BMPs.		X			

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<p>Contract Number: 25-2016-005 Applicant Name: Donald Heath BMP: cropland conversion to grass</p> 				X	<p>No concerns with contract file.</p> <p>No concerns with BMPs.</p>		X			

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<p>Contract Number: 25-2014-010 (s) 25-2016-006 Applicant Name: Wood Brothers BMP: Incinerator</p> 				X	<p>No concerns with contract file.</p> <p>No concerns with BMPs.</p>		X			

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Contract Number: 25-2015-010 Applicant Name: Jesse Boyd BMP: cropland conversion to trees 				X	No concerns with contract file. No concerns with BMPs.		X			

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Contract Number: 25-2017-003 Applicant Name: Johnathan Kilpatrick BMP: precision ag chemical application <i>Nothing to see in the field – reviewed some records in the office.</i>				X	No concerns with contract file and records appeared to be complete.		X			
Contract Number: 25-2010-001 Applicant Name: Salvatore Zanghi BMP: well 				X	No concerns with contract file. No concerns with BMPs.		X			